

Chapter 13 –Terms, Definitions, and Acronyms

Administrative Costs — Allowable costs that are incurred by a sponsor when planning, organizing, and managing CACFP operations.

Administrative Payments — Payments that are made to sponsors for expenses that they incur when sponsoring family day care homes.

A la Carte – Food items available for case sale independent of the reimbursable meal. This includes incomplete meals, extra milk, and other items sold separately. (schools)

Categorical Eligibility – If food stamps or Temporary Assistance to Needy Families (TANF) is received for a child, that child is automatically eligible for free meals or milk when the household submits a complete Application for Free and Reduced-Price Meals.

Category – Refers to the level of benefits (free, reduced-price, or paid) for which a child is eligible.

Child — A person 12 years of age or younger, a migrant worker's child 15 years of age or younger, or a mentally or physically handicapped person of any age, as defined by the State of Indiana enrolled in an institution that serves a majority of persons 18 years old and under.

Child and Adult Care Food Program (CACFP) – Program under which benefits are available to institutions that are approved to provide non-residential child care services.

Child Nutrition Programs (CNP) – Includes all Federal programs for children: NSLP, SBP, SMP, CACFP, and SFSPC.

Claim for Reimbursement – A claim submitted to the State Agency on a monthly basis by an institution for meals and snacks served under the CACFP.

Commodities — Foods donated by the US Department of Agriculture.

Competitive Foods – Any foods sold to children in competition with the lunch program in the food service areas during the lunch period (schools).

CNP Agreement – Written document submitted to the State Agency by the local administering agency promising compliance with all provisions of 7 CFR Parts 210, 215, 220, 226, and 245, where applicable.

Crediting Food(s) – Refers to food(s) which make a stated contribution(s) to meal pattern requirements.

Current Income — Money received during the month before the month of application for free or reduced-price meals, multiplied by 12 if monthly income, by 2.15 if biweekly income, or by 4.33 if weekly income.

Day Care Home — Organized, nonresidential child care program provided for children enrolled in a private home, licensed the Bureau of Child Development, Family and Social Services Administration. Day care homes must operate under the auspices of a sponsoring organization.

Dietary Guidelines for Americans – Provides nutritional advice for healthy Americans age 2 and over.

Economic Unit – A group of related or unrelated people who share housing and/or all significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit.

Edit Check – A sponsor's review of its own meal count data to ensure that monthly claims include only the number of free, reduced-price, and paid meals served on any day of operation to children eligible for such meals.

Enrolled Child — A properly enrolled child whose parent or guardian has submitted a signed document indicating the child is enrolled for child care. The document must be submitted to a sponsor and must include the child's name, parent/guardian's signature and date of signature, the days and hours the child will be in care, and the meals/snacks the child normally receives while in care.

Expansion Funds — Financial assistance made available to a sponsor who plans to expand the CACFP for family day care homes in low-income and rural areas.

Family Style Meals – A meal served in CACFP where sufficient quantities of all required components are placed on the table. Adults supervising the meal service ensure that all children at each table are served reasonable quantities of each component.

Food and Nutrition Service (FNS) – The Federal agency within USDA that is responsible for administering the Child Nutrition Programs at the national level.

Food Component – One of the four foods which compose the reimbursable meals: meat/meat alternate, fluid milk, grains/breads, and fruit/vegetable/juice.

Food Item – The specific food used to fulfill the meal component requirement.

Food Service Area – The cafeteria or other area where program meals are served.

Food Service Management Company — An organization, other than a public or private nonprofit school, with which a sponsor may sign an agreement for preparing, and unless otherwise provided for, delivering meals, with or without milk, for use in the CACFP.

Food Service Payments — Monies that IDOE sends to sponsors to reimburse providers for the allowable meals that they have served.

Free and Reduced-Price Policy Statement – An agreement between the CACFP institution and the State Agency to follow certain guidelines to serve free and reduced-price meals to children based on the Income Eligibility Guidelines (IEG) issued by USDA.

Historically Underutilized Business — Any legal entity, including a corporation, sole proprietorship, or joint venture that is formed for the purpose of making a profit and in which at least 51 percent of all ownership interest in the entity are owned by one or more persons who are socially disadvantaged because of their identification as members of certain groups, including African Americans, Hispanic Americans, Native (Indian) Americans, and women. In addition to 51% ownership, individuals who are members of at least one of the above groups must have a proportionate interest and demonstrate active participation in the control, operation, and management of the entity's affairs.

Household — A group of related or non-related individuals who are not residents of an institution or boarding house but who live as one economic unit, i.e., share expenses. An economic unit is a group of related or unrelated people who share housing and all other significant income and expenses.

Household of One – A one person household. The term applies to an emancipated child living alone or as a separate economic unit, a foster child, or an institutionalized child.

Income Eligibility Guidelines (IEG) – The household size and income levels prescribed annually by the Secretary of Agriculture for determining the eligibility for free and reduced-price meals.

Income Standards — The family size and income standards prescribed annually by USDA for determining eligibility for free and reduced-price meals in the Child Nutrition Programs.

Income to the Program — any funds used in a sponsor's food service except CACFP payments. Examples include, but are not limited to, funds from other government sources, children's payments for meals and food service fees, income from food sales to adults, cash donations, and grants from organizations or individuals.

Independent Governing Board of Directors – means, in the case of a nonprofit organization, or in the case of a for-profit institution required to have a board of directors, a governing board which meets regularly and has the authority to hire and fire the institution's executive director.

Infant Cereal — Any iron-fortified dry cereal specially formulated for and generally recognized as cereal for infants that is routinely mixed with breast milk or iron-fortified infant formula prior to consumption.

Infant Formula — Any iron-fortified infant formula intended for dietary use solely as a food for normal, healthy infants, excluding those formulas specifically formulated for infants with inborn errors of metabolism or digestive or absorptive problems. Infant formula, as served, must be in liquid state at recommended dilution.

Institution — See "sponsor."

Lactose Intolerance — A term used to describe difficulty in digesting lactose, the sugar found in milk and milk foods.

Low-income area — An area served by an elementary school in which at least 50 percent of the enrolled children are certified eligible for free or reduced-price meals; or an area in which at least 50 percent of the children residing in the area are members of households that meet income standards for free or reduced-price meals based on census data.

Meals — Food served to enrolled children by a provider. The food must meet the nutritional requirements described in this handbook.

Milk:

Infant: Breast milk or iron-fortified formula

Age 1: whole milk or reduced-fat (2%) fluid milk, whole or reduced-fat lactose reduced milk, whole or reduced-fat free milk, whole or reduced-fat buttermilk, or whole or reduced-fat acidified milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored. Breast milk may continue to be served in place of cow's milk after 12 months of age.

Age 2 and older: fat-free (skim) or low-fat (1%) fluid milk, fat-free or low-fat lactose reduced milk, fat-free or low-fat lactose free milk, fat-free or low-fat buttermilk, or fat-free or low-fat acidified milk. Milk served must be pasteurized fluid milk that meets State and local standards, and may be flavored or unflavored.

Milk Substitutes: Milk substitutes may be offered without a physician's statement if they are approved by the Indiana Department of Education as being nutritionally equivalent to milk.

The requirements for milk substitutes are outlined below and are required per cup (8 fl. oz):

Calcium-276mg	Protein-8g	Vitamin A-500IU
Vitamin D-100IU	Magnesium-24mg	Phosphorus-222mg
Potassium-349 mg	Riboflavin-.44mg	Vitamin B-12-1.1mcg

A list of approved milk substitutes may be found on the CACFP website at www.doe.in.gov/cacfp.

Non-pricing Program — A sponsor that makes no separate, identifiable charge for meals served to enrolled children.

Nonprofit Food Service — All food service operations conducted by the sponsor principally for the benefit of enrolled children from which all CACFP reimbursement funds and funds specifically restricted for food service are used solely for the operation or improvement of the food service.

Nonresidential Facility — A facility that does not keep the same children for more than 24 hours on a regular basis.

Off-Site Meals – Reimbursable meals given to children on child care supervised field trips. These meals must meet the meal pattern requirements and be served and consumed as part of the child care related function.

Operating Costs — Expenses incurred by a sponsor in serving meals to children under the CACFP.

Personal Property — Property of any kind, except real property. Property may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).

Private, Nonprofit Organization — A private organization that is tax-exempt under the 501(c)(3) Internal Revenue Code of 1990.

Procurement — An orderly process of acquiring food, meals, equipment, other goods, and services whether by lease or purchase.

Program — The Child and Adult Care Food Program authorized by Section 17 of the National School Lunch Act, as amended.

Program Payments — Financial assistance in the form of start-up payments, expansion funds, or reimbursements paid or payable to sponsors.

Program Year — A period of 12 calendar months beginning October 1 of any year and ending September 30 of the following year.

Point-Of-Service – Documentation of meals at the time and place where they are served.

Private Institution – An institution that is not public and is tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

Provider — A person who provides care for children in a day care home.

Provider's Own Children — All residential children in the household who are part of the economic unit of the family.

Public Institution – An institution which is operated and primarily responsible to any level of Federal, State, or local government.

Reimbursable Meal – A meal/snack meeting USDA meal requirements served to an eligible child. Such a meal/snack is eligible for Federal reimbursement.

Reimbursement — Federal financial assistance paid or payable to sponsors for program costs.

Rural area — An area that is not part of a Metropolitan Statistical Area or any "pocket" within a Metropolitan Statistical Area which is determined to be geographically isolated from other urban areas.

Small Purchase Procurement – Relatively simple and informal methods of procurement that are sound and appropriate for any item of food, supplies, or equipment or other services which do not total more than \$150,000 on an annual basis.

Sponsor — A public or private nonprofit organization that enters into an agreement with the Indiana Department of Education to operate the CACFP and sponsors the participation of individual providers and is entirely responsible for the food service offered by those providers.

Sponsoring Organization — A public or private nonprofit organization that is entirely responsible for the food service provided in day care homes operating under its auspices. A sponsoring organization is a sponsor.

Start-up Payments — Financial assistance made available to a sponsoring organization for its administrative expenses. The expenses are used to develop or expand a food service program in day care homes.

State Agency — The Indiana Department of Education (IDOE)

Tier I Home — A provider (1) whose home is located in a geographic area that is shown to be low-income by elementary school data or by census data, or (2) who is determined to be low-income based on income information obtained from the provider.

Tier II Home — A provider who does not qualify as a Tier I home because they are not low-income or do not live in a low-income area. Tier II homes fall into one of three categories: Tier II High, Tier II Low, and Tier II Mixed. The category that a Tier II provider falls into will be determined each month, and will be based on the Tier determination of the children ENROLLED for child care that month.

- **Tier II High:** These are Tier II day care homes where all of the enrolled children have been determined to be eligible for Tier I meal reimbursement. If all of the enrolled children in a Tier II provider's home during the claim month were certified eligible for Tier I reimbursement during the claim month, the provider will be reported as a Tier II High (Tier II H) provider on the claim for reimbursement for that month. Note: Only those Tier II providers who have

- chosen to have income applications distributed and whose enrolled children are all certified for Tier I reimbursement will fall into this category.
- Tier II Low: These are Tier II day care homes where all of the enrolled children are eligible for Tier II meal reimbursement. If all of the enrolled children in a Tier II provider's home during the claim month were eligible for Tier II reimbursement during the claim month, the provider will be reported as a Tier II Low (Tier II L) provider on the claim for reimbursement for that month. Note: Only those Tier II providers who have chosen not to have income applications distributed and Tier II providers who have chosen to have income applications distributed, but all children receive Tier II reimbursement (none of the children are certified for Tier I reimbursement) will fall into this category.
 - Tier II Mixed: These are Tier II day care homes where at least one of the enrolled children has been determined to be eligible for Tier I meal reimbursement and at least one of the enrolled children is eligible for Tier II meal reimbursement. If the enrolled children in a Tier II provider's home during the claim month were a mixture of Tier I and Tier II children, the provider will be reported as a Tier II Mixed (Tier II M) provider on the claim for reimbursement for that month. Note: Only those Tier II providers who have chosen to have income applications distributed and whose enrollment consists of children who are certified eligible for Tier I reimbursement and children who receive Tier II reimbursement will fall into this category.

Uniform Federal Assistance Regulations — USDA's regulations, 7 CFR Part 3016 and 3019, establishing policies and standards for administration of grants and cooperative agreements.

Unserved area — An area in which providers who want to participate in the CACFP are unable to do so because no sponsoring organization provides services in their area.

7 CFR Part 226, Child and Adult Care Food Program (CACFP) – Announces the regulations under which the Secretary of Agriculture will carry out the Child and Adult Care Food Program, Section 17 of the National School Lunch Act, as amended, authorizes assistance to States through grants-in-aid and other means to initiate, maintain, and expand nonprofit food service program for children and adult participants in nonresidential institutions which provide care.

Acronyms

ADA	Americans with Disabilities Act
ADP	Average Daily Participation
CACFP	Child and Adult Care Food Program
CAP	Corrective Action Plan
CFR	US Code of Federal Regulations
CNP	Child Nutrition Programs
DCH	Day Care Home
EIN	Federal Employee Identification Number
ESP	Even Start Program
FCS	USDA Food and Consumer Services
FDC	Family Day Care
FNS	USDA Food and Nutrition Services
FSMC	Food Service Management Company
FSSA	Family and Social Services Administration
FY	Fiscal Year
HSP	Head Start Program
HUB	Historically Underutilized Business
IDOE	Indiana Department of Education
IRS	United States Internal Revenue Service
NDL	National Listing of Seriously Deficient Institutions
NET	Nutrition, Education and Training
OIG	Office of Investigator General
RDA	Recommended Dietary Allowance
SA	State Agency
SCN	School and Community Nutrition
SD	Seriously Deficient
TANF	Temporary Assistance for Needy Families
USDA	United States Department of Agriculture
USPS	United States Postal Service
WIC	Women, Infants, and Children